

Retention and Classification Report

Agency: Davis County (Utah). Department of Animal Control (2487)

Davis Co. Administration Building
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Records Officer Yvonne Christensen

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AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11714

3

TITLE: Accounts payable

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 1.

AUTHORIZED: 11/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11715

3

TITLE: Accounts receivable

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 2.

AUTHORIZED: 11/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11722

3

TITLE: Activity reports

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function to investigate animal nuisances and offenses against animals. These records document incidents to which an officer responds. Information included is contact information and descriptions of the incident and animals involved.

RETENTION:

Retain 5 years after date of last incident.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after date of last incident and then destroy.

Computer data files: Retain in Office for 5 years after date of last incident and then delete.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11722

TITLE: Activity reports

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11716

3

TITLE: Agenda

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of notices of regular and special public meetings. They may include date, time, location of meeting, and list of items to be discussed.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 2.

AUTHORIZED: 11/14/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11717

3

TITLE: Animal adoption agreement files

DATES: 1986-

ARRANGEMENT: Alphabetical by name, thereunder numerical by impound number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to license and transfer animal ownership (Davis County Code 6.8.30A (2003)). These records document if the prospective owner qualifies to adopt an animal and verify that the animal has been sterilized. Records include the completed adoption agreement, information about the prospective owner and adopted animal, and related records created during the adoption process.

RETENTION:

Retain 5 years after last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after adoption approved and then destroy.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11717

TITLE: Animal adoption agreement files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(51)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11718

4

TITLE: Animal citations

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by citation number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document citations issued to animal owners for violations of Davis County ordinances detailed in Davis County Code 6.16 and 6.28. Information included in the citations is contact information, description of animal or animals, and nature of the violation.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after date of last incident and then destroy.

APPRAISAL:

Administrative

This disposition is based on administrative needs expressed by the department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11718

TITLE: Animal citations

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11721

4

TITLE: Bite reports

DATES: 1985-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals; they are also mandated in Davis County Code 6.24.60. These records document the investigations of animal bites. The reports include contact information for all parties involved, descriptions of the animals, as well as any medical treatment rendered.

RETENTION:

Retain 5 years after date of last incident

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11721

TITLE: Bite reports

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10)

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(1)(b); 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11725

3

TITLE: City animal services contracts

DATES: 1990-

ARRANGEMENT: Alphabetical by city, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Duplicate contracts of agreements signed annually between Davis County and cities within the county to provide animal control services, used for reference purposes. Official copies maintained by the county clerk. Include date, city's name, provisions of agreement, term of agreement, payments, and signatures of county commission chair, county clerk, and city representatives.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11725

TITLE: City animal services contracts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11723

3

TITLE: Computer daily cash receipts

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 17.

AUTHORIZED: 11/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11726

4

TITLE: Daily field reports

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by officer's name

ANNUAL ACCUMULATION:

DESCRIPTION:

Forms completed by each animal control officer to report on daily activities, used to compile reports. Include officer's name; times on and off duty; patrol time and area, day of week; vehicle number used; beginning and ending mileage; type of activity totals performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11726

TITLE: Daily field reports

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(51)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11727

4

TITLE: Dog license records

DATES: 1986-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function of animal ownership transfer and licensing (Davis County Code 6.8.30A (2003); Davis County Code 6.12.10 (2011)). These records document the dog licensing process including the payment of all fees. They include a description of the dog and the owner's contact information.

RETENTION:

Retain 5 years after date of last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after expiration of license and then destroy.

Computer data files: Retain in Office for 5 years after expiration of license and then delete.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11727

TITLE: Dog license records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305 (51)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11735

4

TITLE: Euthanasia license records

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the agency's requirement to follow Food and Drug Administration licensing procedures for controlled substances as stated in 21 CFR 1301.13 (2014). These records document the licenses and registrations required annually for the purchase and dispensing of the controlled substance Sodium Pentobarbital. Information includes entity's contact information and date of application.

RETENTION:

Retain 5 years after last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after expiration of license and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the legal requirements specified in 21 CFR 1301.13 (2014).

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11735

TITLE: Euthanasia license records

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11729

3

TITLE: General administrative correspondence

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

AUTHORIZED: 11/17/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11729

TITLE: General administrative correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11730

3

TITLE: Mailing lists

DATES: 1970-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are lists of names and addresses used for various county mailings (billings and other administrative purposes). They include the names and addresses of individuals who have licensed dogs, and mailings sent out to remind them of renewals for licensing.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 14.

AUTHORIZED: 11/17/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11730

TITLE: Mailing lists

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11731

4

TITLE: Major incident case files

DATES: 1988-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. Major incident case files are a composite of all incidents in which a specific animal is involved. These records document multiple offenses committed by a single animal or person and may contain similar records from other governmental agencies.

RETENTION:

Retain 5 years after case closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after case closed and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11731

TITLE: Major incident case files

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11719

4

TITLE: Master animal control impound cards

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by impound number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support the agency's function to supervise and keep a register of all impounded animals (Davis County Code 6.8.30D (2003); 6.20.20 Davis County Code (1992)). These records document each animal brought to the shelter for impoundment, adoption, or destruction, and are used for statistical purposes. Information includes description of the animal, pickup location, and owner contact information if available. If the animal is adopted, records are transferred to the Animal Adoption Agreement Files (series 11717).

RETENTION:

Retain 5 years after date of last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after event and then destroy.

APPRAISAL:

Administrative

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11719

TITLE: Master animal control impound cards

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(11)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 27461

3

TITLE: Notices of violation

DATES: 2001-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document tickets issued to animal owners allowing them the opportunity to correct the problem before receiving an actual Animal citation. Notices of violation are allowed by Davis County Code 6.8.100 and include contact information, description of animal and nature of the violation as detailed in Davis County Code 6.16 and 6.28.

RETENTION:

Retain 5 years after date of last incident

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

AUTHORIZED: 01/08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years after date of last incident and then delete.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 27461

TITLE: Notices of violation

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-2-305(10)

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(1)(b); 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11733

3

TITLE: Officer's inventory

DATES: 1986-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the agency's administrative function to supervise officers, other agents and employees of the agency (Davis County Code 6.8.30F (2003)). These records document the equipment issued to individual officers and their activities. Information includes officer number, truck number, condition numbers, repairs needed, and additional remarks.

RETENTION:

Retain 5 years after date of last incident, expiration of license or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after employee termination and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11733

TITLE: Officer's inventory

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11738

3

TITLE: Public relations files

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain speeches, addresses, and official comments or remarks made at formal county ceremonies by elected county officials. The format may be paper, videotape, motion picture film, etc.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 23.

AUTHORIZED: 11/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11738

TITLE: Public relations files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11739

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT: Chronological, thereunder alphabetical by title

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 11/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11739

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11741

4

TITLE: Sodium pentobarbital euthanasia log

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's requirement to follow controlled substance record keeping procedures as stated in 21 CFR 1304.03 (2014). These records document the amount of sodium pentobarbital used and the number of animals euthanized by Davis County Animal Control. Information includes the amount of substance administered to an animal as well as the administrator's name.

RETENTION:

Retain 5 years after date of last incident, expiration of license, or event.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years after event and then delete.

APPRAISAL:

Legal

This disposition is based on the legal requirements specified in 21 CFR 1304.03(g)(2014).

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11741

TITLE: Sodium pentobarbital euthanasia log

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11742

4

TITLE: Summons

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Summons result if a citation has been issued. Information for each summons includes: name, telephone number and address, driver's license number, sex and birth date, breed, sex, color, age, name, total fee, number of animals, permit number and year, indications of offense, owner notification statement, date and time issues, officers name, identification number, and citation.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11742

TITLE: Summons

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11743

3

TITLE: Technical reference files

DATES: 1970-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 28.

AUTHORIZED: 05/06/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11743

TITLE: Technical reference files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11744

3

TITLE: Time sheets

DATES: 1901-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11744

TITLE: Time sheets

(continued)

PRIMARY CLASSIFICATION:

Private social security number

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 26639

3

TITLE: Visitor log

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains daily visitor logs of those who visit the Davis County animal shelter. Logs contain information about those visiting the shelter to adopt or drop off stray animals. This log is used to track facility use. Logs include information such as names, addresses, phone numbers, and reasons for visit.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 26639

TITLE: Visitor log

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(10)